

Self-Inspection Case Review Form

The purpose of this form is to guide program staff reviewing sampled cases during the required Self Inspection of 2002 Case Service Report (CSR) data. Not all questions in this form are applicable to all cases. Answer only those questions which are applicable. The questions in this form may be answered from information contained either in a case file or in a case management system record.

Case Number: _____ Office: _____

Acceptance Date: _____ Closure Date: _____

Reviewer Name: _____ Date Reviewed: _____

Financial Eligibility Documentation – Income and Assets (1) Is there a specific amount of income recorded or a notation that the applicant's household has no income?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Is the recorded amount of household income less than or equal to 187.5% of the poverty guidelines in effect at the time the case was accepted? (may be answered "yes" if client's income is over 187.5%, but client is eligible based on medical expenses approved by the Director under 45 CFR 1611.5(b)(1)(b)).	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) Is there: (a) a specific amount of assets recorded, or (b) a notation that the applicant's household has no assets, or (c) a notation that the client is a recipient of benefits from a government program which tests for assets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Citizenship/Alienage Documentation (Answer Question 4 or 5, but not both)	
(4) If the case involves brief advice and consultation by telephone only, and does not involve continuous representation as provided by 45 CFR Sections 1626.6(a) and 1626.7(a), is there a notation that the client is either a citizen or an eligible alien?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) If the case involves in-person contact with the client, or an exchange of correspondence in the course of continuous representation of the client, is there either: (a) a signed citizenship attestation, or (b) documentation of alien eligibility as required by 45 CFR Sections 1626.6(a) and 1626.7(a)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Status of Casehandler	
(6) Is the casehandler either: (a) an attorney authorized to practice law in the jurisdiction where the assistance was rendered or (b) a person acting in the capacity of a paralegal under the direct supervision of an attorney in accordance with local rules of practice?	

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<p>Status of Casehandler</p> <p>(7) Is the casehandler either: (a) an attorney authorized to practice law in the jurisdiction where the assistance was rendered or (b) a person acting in the capacity of a paralegal under the direct supervision of an attorney in accordance with local rules of practice?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Level of Assistance Provided</p> <p>(8) In addition to a case closure category, is there written evidence demonstrating that the client received actual legal advice or representation within the definitions of the 2001 CSR Handbook?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Timeliness of Case Closing <i>(Answer either Question 8 or 9, but not both)</i></p> <p>(9) If the case involved only Counsel & Advice, Brief Service, or a Referral After Legal Assessment, (CSR Categories A, B, or C), was the case opened after September 30, 2001?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>(10) If the case was closed in a category <i>other than</i> Counsel & Advice, Brief Service, or Referral After Legal Assessment (CSR Categories D, E, F, G, H, I, J or K), was advice or representation provided to the client during 2002, or was there a case closing review during 2002 which included preparation of a closing memorandum or a closing letter to the client?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Duplicate Cases</p> <p>(11) Does the case file or case management system record identify the client by name?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><i>(Answer Question 12 only if more than one case for the same client)</i></p> <p>(12) During 2002, if the same client received assistance in one or more other cases (including PAI cases), are the other case(s) either: (a) assigned different legal problem codes or (b) distinguishable as involving different sets of facts?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>